Cabinet for Health and Family Services
Division of Kentucky Electronic Health Information

Policies – Information Technology

Category: 7.1 000.000
Category Title: PARTICIPANT OBLIGATIONS

000.000 Policy Title: Add or Disable a User Name and Reset Passwords

Policy: Add or Disable a User Name and Reset Passwords: Access to the Virtual Health Record is limited to Authorized Users. Each Participant that accesses the KHIE Community Virtual Health Record (VHR) shall assign two Super Users who shall provide two pieces of unique identification to KHIE to facilitate the Participant's adding or disabling user names and resetting passwords for the access of Authorized Users to the VHR.

Each Participant shall be responsible to provide KHIE, by the means designated by KHIE, two unique identifiers for each Authorized User and keep those identifiers current during the time the user is authorized to access the VHR by means of their relationship to the Participating Provider.

Each Participant shall be responsible for having an auditable process to insure that the Authorized User requesting a user name or the disabling of a user name or a reset of a password is the person they are representing themselves to be.

SCOPE: This policy applies to the Participants and their Authorized Users, including all persons providing contractor services that access the KHIE Community Virtual Health Record.

Policy/Procedure Maintenance Responsibility: The Division of Kentucky Electronic Health Information is responsible for the maintenance of this policy.

Exceptions: There are no exceptions to this policy.

Review Cycle: Bi-Annual

Timeline:
Revision Date:
Review Date: 01-15-2013
Effective Date: 06-15-2011